

QUESTION:

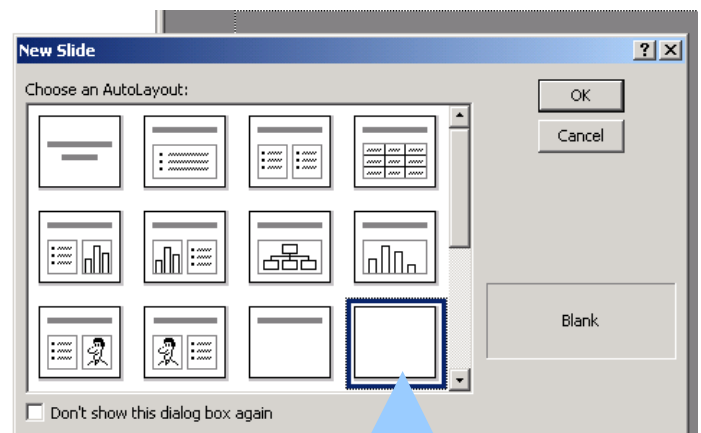
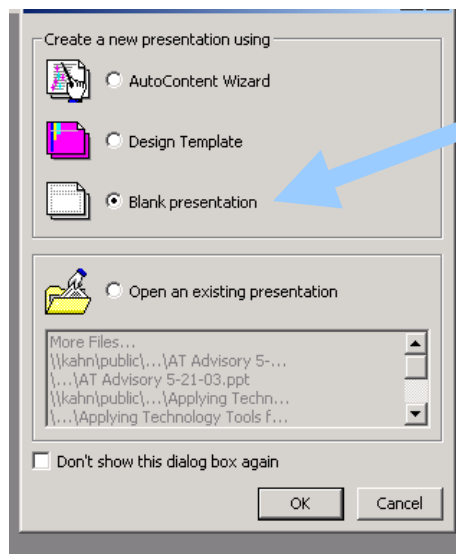
My son is five years old and has cerebral palsy. He uses a “SwitchClick” to operate programs on our computer. I’ve read that there is a way to use Microsoft PowerPoint to make a “talking book”. Do you know anything about this?

ANSWER:

First, for readers who might not know, Switch Click is a \$99.00 device from Tash Inc. that you simply plug in to your computer (USB port) and press to produce a left mouse click. It is 4.5 inches in diameter and has a jack to plug in a different switch should a person need it. See it at http://www.tashinc.com/catalog/ca_switch_click.html

Using PowerPoint to Create Talking Books for Switch Users

1. In a new document, begin with a blank presentation and a blank layout. There are many design templates and formatting options that can make PowerPoint projects more creative, but for the purpose of learning skills, we will begin with a blank page.



Blank
Presentation

Blank Format

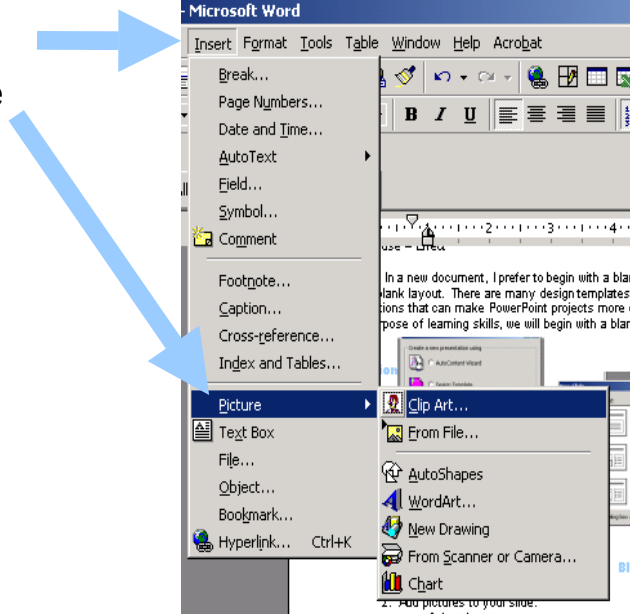
2. Find pictures for your book.

This is just one of many ways to find pictures...

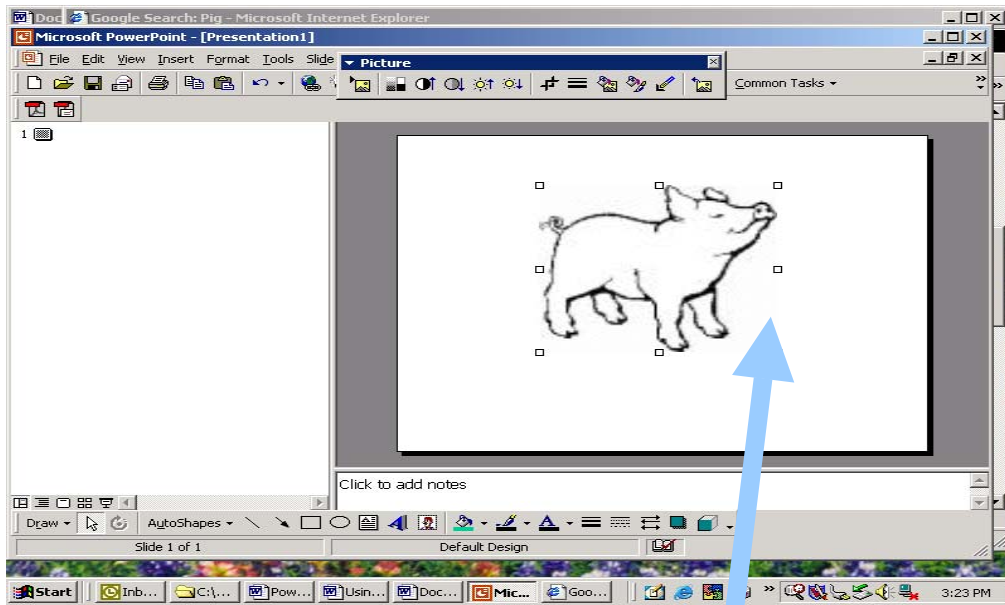
- a. Go to the Internet
- b. Go to www.google.com
- c. Click on the "Images" tab
- d. In the search box insert a keyword that identifies the picture you are searching for. Ex: Pig.
- e. Select the picture you prefer.
- f. Keep in mind that these pictures may be copyrighted so use them with attention to copyright laws.
- g. If you are using a PC system, right click on the picture you want to use.
- h. Select "Save Picture As"
- i. Select a folder such as "My Pictures" to save pictures in. Be sure to name the picture so that you can easily find it again.

3. Add pictures to your slide:

- a. Select Insert
- b. Select Picture

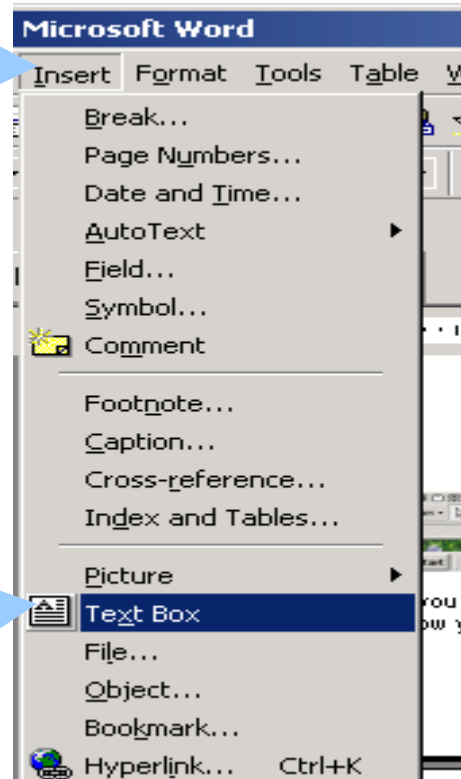


- c. Select "From File"
- d. Click on the picture you want.
- e. It will automatically insert into your PowerPoint slide.



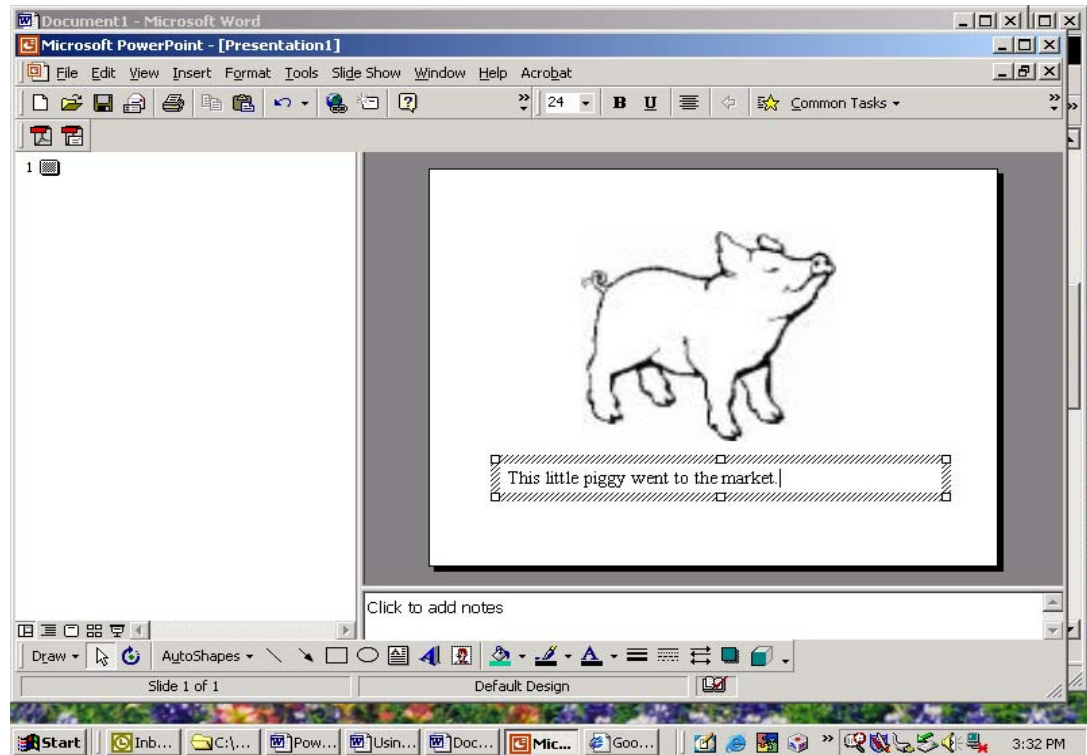
If you click on your picture it will make "handles" visible that will allow you to click and drag to resize the picture.

3. Add Text to your slide
 - a. Select Insert



- b. Select "Text Box"

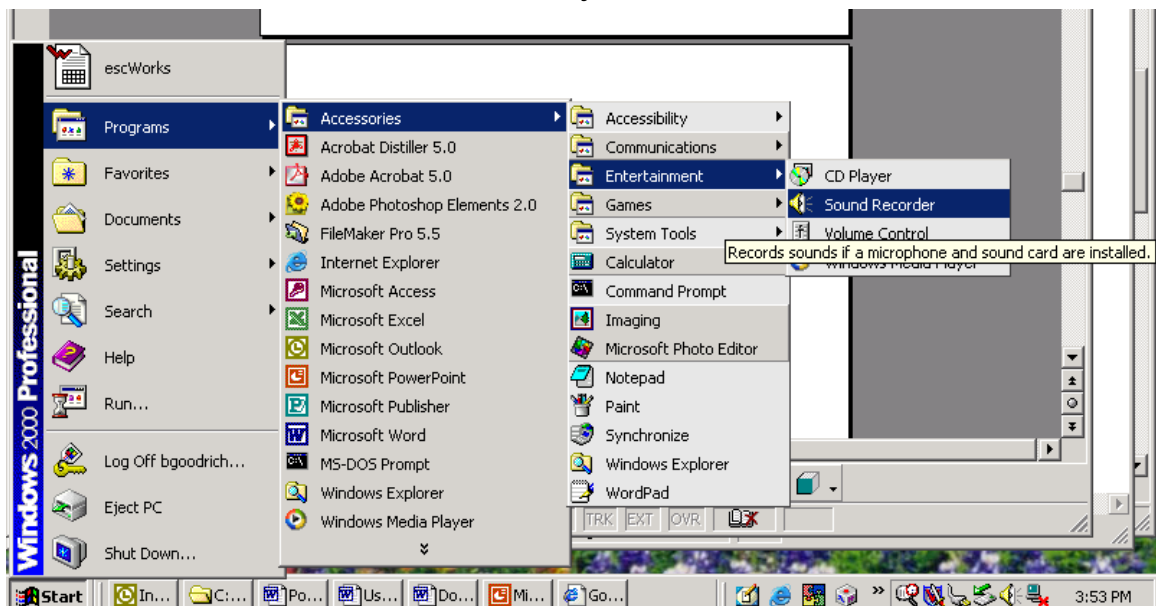
- c. Click and drag the text box on the slide.
- d. Type in the text.



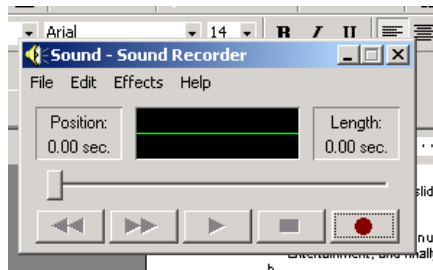
4. Add Sound to your slide

To record your voice onto the slide you will need a microphone on the computer.

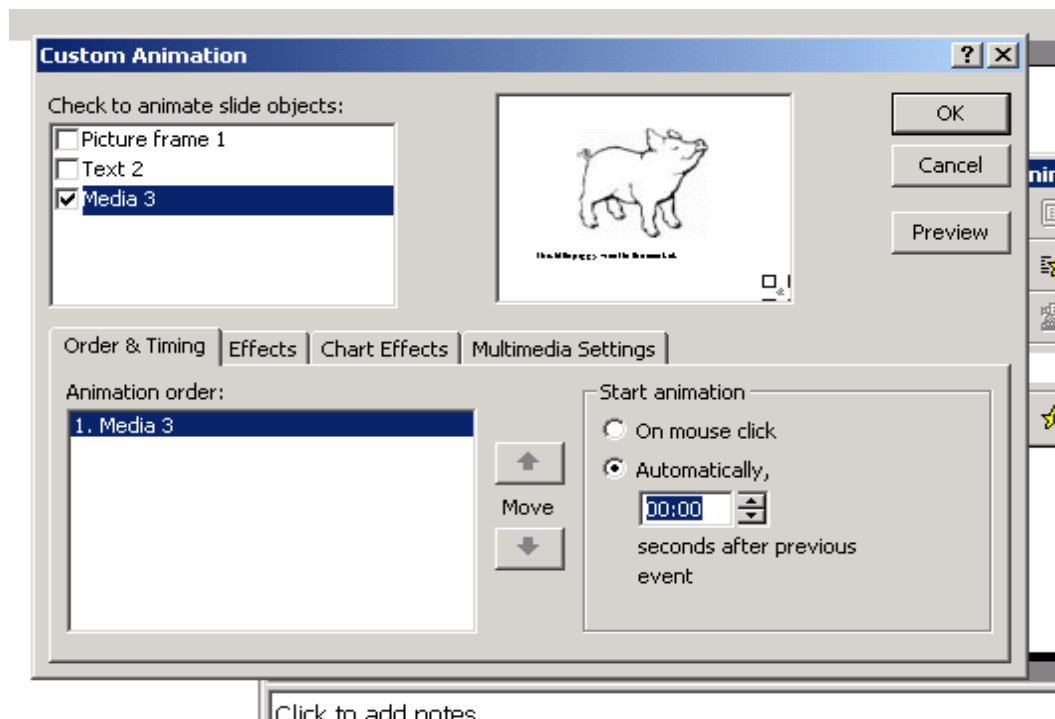
- a. From the “START” Menu, select “Programs”, “Accessories”, “Entertainment”, and finally “Sound Recorder”.



- b. Record the sound you want.
- c. Press the red button to begin recording and then again to stop recording.
- d. Save the recording in a folder you can easily find with a name that you can easily recall. EX: This little piggy saved in "My Audio" folder.



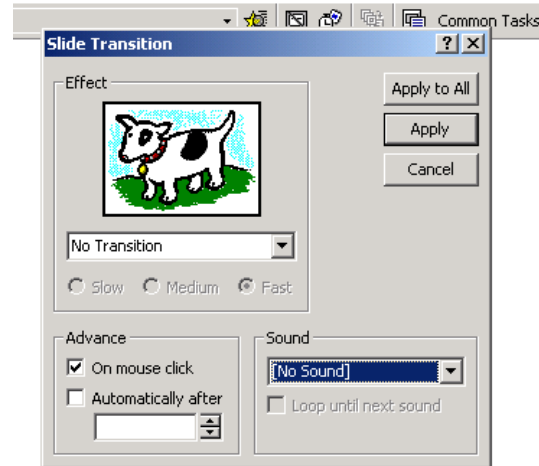
- e. Open the animation toolbar by going to "View", "Toolbars", click on "Animation Toolbar. *Note: In PowerPoint, XP version, Animation is found under the "Slide Show" menu. "Record Narration" to add voice to the slide is also found in the "Slide Show" menu.*
- f. In the animation toolbar, highlight the audio file to play. Select for the audio file to play automatically after approximately 2 seconds. This will allow the slide time to transition before the audio plays. *Note: In PowerPoint, XP version, you would select the file you recorded with "Sound Recorder" in Step 4 (below) when you use the "Slide Show" menu to set the "Slide Transitions".*



4. Add actions to your slide.
 - a. Select "View"
 - b. Select "Slide Sorter"
 - c. Right click on the slide to animate.

- d. Select "Transition"
 - e. In the "Transition" box, select "On Mouse click"
This will allow the switch access user to control the movement from one slide to the next.

Note: In PowerPoint, XP version, sounds (recordings) are also set from the "Transitions" box.



Repeat the above steps for each slide you add in your "Talking Book". These steps are just the basics. There are many options within PowerPoint for animation and audio that can enhance a talking book. Adapted from: Beth Goodrich, M.S., OTR, Educational Specialist - Assistive Technology, Region IV Educational Service Center, Houston, TX 77092

To print this tutorial: click and drag to highlight steps 1-4; select "Print"; in the "Page Range" box, click "Selection"; and click OK.

For a tutorial about using Clicker 4 (Crick Software) or HyperStudio 4 (TAG Software) to create mouse or switch operated talking books go to <http://atto.buffalo.edu/registered/Tutorials.php>